

S-E-C-R-E-T

Approved For Release 2001/08/14 : CIA-RDP80-00773A000100050047-6

20 JUL 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 21 July 1978

1. (U) Recruitment:

25X1A a. Arrangements have been made for [REDACTED] 25X1A
[REDACTED], Chief of the [REDACTED]
25X1A [REDACTED] to visit our [REDACTED] Recruitment 25X1A
25X1A Office on 7 and 8 August. The purpose of the trip
is to familiarize [REDACTED] with field recruitment
activities and procedures. Chief, [REDACTED] recently 25X1A
assume responsibility for active recruitment in the
D.C. metropolitan area and, to the extent possible,
she will adopt [REDACTED] approaches
and recruitment procedures for application in the
local area.

25X1A b. [REDACTED] Recruiter, 25X1A
attended the NAACP Convention held in Portland, Oregon
during the week of 3 July. He was joined by six Agency
EEO representatives. Visitors to the Agency exhibit
included several members of the press. [REDACTED] 25X1A
reports that he did not perceive any hostility towards
the CIA. He interviewed one black professional applicant
and asked another to send him a resume. General
literature and resume forms were distributed to a number
of others.

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2. (U/AIUO) Employ the Handicapped Program: [REDACTED] Chief, Professional Placement Branch, met with [REDACTED], the blind Graduate Fellow, on Friday, 14 July, to brief him on the Handicapped Program and to obtain his input concerning his experience in the Agency. Mike expressed a great deal of enthusiasm and delight with the job, people, environment, etc., and to date it has all been very positive. He offered his input and services in whatever way we feel he can contribute to the progress of the Handicapped Program in the Agency.

3. (U/AIUO) Clerical Assignments: The Clerical Staffing Branch assigned two Clerk-Typists to the Operations Directorate from the 10 July 1978 EOD class. These are the first assignments made to this Directorate since the freeze on clericals was lifted. In lifting the freeze, the Operations Directorate plans to take up to five clericals a month.

4. (C) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 July 1978 through 12 January 1979. The figures in the clear represent totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 127 persons to go by 12 January, 15 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	5 (2)	7 (2)	12 (4)
Signed to go	<u>29 (9)</u>	<u>86 (2)</u>	<u>115 (11)</u>
Totals	34 (11)	93 (4)	127 (15)

5. (U/AIUO) Educational Aid Fund: The Educational Aid Fund Selection Committee met on 19 July to select applicants to be considered by EAF Board of Trustees. The Board will then determine the recipients of the educational loans and grants.

6. (U) Exhibit Report: The Employee Activities Association, in conjunction with the Fine Arts Committee, just completed another annual exhibit of Agency employees' photographic work. The Fine Arts Committee described this year's show as the best.

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7. (U) Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 remains at 56.

8. (S) Rehired Annuitants: See attached report.

COMING EVENT:

25X1A Retirement: Arrangements have been made for the Chief, Retirement Operations Branch and Chief, Retirement Counseling and Employee Assistance Branch to brief Office of Technical Service employees at [REDACTED] on Wednesday morning, 26 July, on the pros and cons of retiring at earlier ages versus retiring later and on the services available to employees through Retirement Affairs Division in such areas as pre-retirement, counseling, preparation of annuity estimates, retirement processing and employment assistance. This briefing is being done at the request of [REDACTED], Deputy Chief, Covert Engineering Division at [REDACTED] and will involve about 100 employees, a number of who apparently are nearing retirement age and have questions about the retirement process.

25X1A

(Signed) F. W. M. Janney

F. W. M. Janney

Att

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25X1A EA-D/Pers/[REDACTED] (20 July 78)

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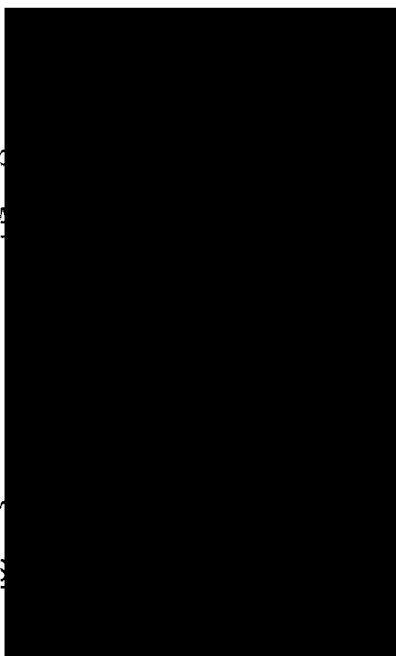
19 July 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (13-19 July 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant case was
processed as a new hire:

DDA

25X1A



- Independent Contractor, Office of Security, effective 28 June 1978.

rehired civilian annuitant cases were

app

DDA

- Independent Contractor (MOC) OTR one-year extension.
- Independent Contractor (MOC) OTR one-year extension.

rehired civilian annuitant case was

ter

DDS

- Contract Employee, OSO terminated 5 July 1978.

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